



PERSONNEL COMMISSION

Class Code: 5026
Salary Range: 18 (S1)

PLANT SUPERVISOR I

JOB SUMMARY

Under general supervision, plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train, schedule and supervise the performance of a small custodial crew; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Train, schedule, supervise and evaluate the performance of an assigned small custodial crew; prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees; recommend employee disciplinary actions as appropriate. **E**
- Inspect campus grounds and buildings, take meter readings and check for potential safety hazards and maintenance needs; inspect roof tops, rain gutters and downspouts for obstructions; inspect site for fire safety and report wear or damage to the appropriate department or personnel. **E**
- Supervise and participate in cleaning classrooms, cafeterias, kitchens, auditoriums, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; oversee the clean up of assigned campus after recesses and lunch breaks. **E**
- Oversee and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals; install and fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; report burglaries, violent students or visitors to appropriate school administrators and District School Safety Branch; set alarms as appropriate. **E**
- Participate in and direct the cleaning and sweeping of campus buildings and grounds; pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; wash windows and walls. **E**
- Assure proper posting for pesticide application notices according to established procedures and regulations. **E**
- Move and arrange furniture and equipment; dust and polish furniture and woodwork; assemble and perform minor repairs to furniture and equipment as needed. **E**
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods. **E**

- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a computer and assigned software, two-way radio and other office equipment as assigned;. *E*
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors; turn boilers and heaters on and off and add chemicals as necessary. *E*
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; may set up, operate and maintain audio visual equipment; clean up furniture, equipment and debris following these events. *E*
- Confer with administrators, teachers, other departments and outside agencies regarding custodial and maintenance needs of school buildings, grounds and facilities. *E*
- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities. *E*
- Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment; monitor emergency containers to assure proper water, food and supply inventory. *E*
- Remain on call and coordinate response for emergency custodial needs as assigned; communicate with local law enforcement and public safety personnel to provide information and directions to specific campus locations; participate in disaster drills; perform emergency shut off for major utility services; operate emergency generators as necessary. *E*
- Evaluate the performance of assigned personnel and prepare required evaluation reports; adjust employee grievances. *E*
- Attend meetings with contractors and District personnel regarding reconstruction, irrigation projects, addition of portable classrooms, work and location schedules and student safety. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS:

Allocation of positions to the class of Plant Supervisor I are based on the combined elements of: the complexity and maintenance of cleaning at an elementary or small middle or K-8 school plant, including the number of staff supervised and the total square feet of the site. Incumbents supervise three or less personnel engaged in custodial work and are assigned to a facility with less than 74,000 square feet.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of supervision and training.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean, secure and orderly condition.

Preventive maintenance for custodial and plant equipment.

Laws, codes, regulations, policies and procedures related to custodial activities.

Appropriate safety and sanitary precautions and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Proper lifting techniques.

Operation of office equipment including a computer.

Ability to:

Plan, supervise and participate in custodial activities at an assigned elementary or small middle or K-8 school site.

Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition.

Train, schedule, supervise and evaluate the performance of a small custodial crew.

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment.

Estimate and order required custodial supplies and equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Post notices of pesticide application activities.

Observe safety and sanitary precautions and procedures.

Plan and organize work.

Prioritize and schedule work.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer, two-way radios and assigned office equipment.

Education and Training:

Graduation from high school.

Experience:

Two years of custodial experience or one year of experience as a Lead Custodian in the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

WORKING ENVIRONMENT

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Exposure to cleaning agents and chemicals. Working on ladders.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Lifting, carrying, moderately heavy objects (15 to 38 pounds) and pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by position. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 10/24/02

Revised: 11/2/06

Revised: 2/3/2011